

**Employers are required to maintain a summary of the benefits offered to US workers in the same occupational classification as the E-3 beneficiary. Failure to compensate E-3 employees at the same level as US employees can result in fines and backwage penalties.**

**ACTUAL WAGE MEMO**

Beneficiary's Full Name

NU Department

Beneficiary's Title

Beneficiary's Salary and Salary Source

Please check all of the following factors considered in determining salary

- Experience
- Skills/specialized knowledge
- Licenses/certifications
- Level of responsibility/supervision
- Publications
- Other objective business-related criteria

I hereby certify that the salary listed above reflects the wage level paid to all other individuals with similar experience and qualifications working in this school/department. If there is more than one wage paid to employees, I am able to explain the reason(s) for this differential in wage rates. If required to do so, I am able to provide documentation (which must include names and payroll records of similarly employed individuals) to the DOL to verify these statements.

**BENEFITS ATTESTATION**

The E-3 beneficiary will be offered the same standard benefits as U.S. workers

**Department Chair/Hiring Principal Investigator or Faculty Sponsor**

Printed Name

Signature

Date